

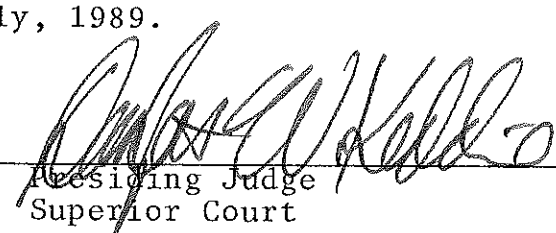
2027  
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FEDERAL BUREAU OF INVESTIGATION  
U.S. DEPARTMENT OF JUSTICE  
CLERK OF SUPERIOR COURT  
YUMA COUNTY, ARIZONA

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA  
IN AND FOR THE COUNTY OF YUMA  
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In the Matter of:	)	
ADOPTING AND ENACTING A	)	
JUDICIAL MERIT SYSTEM	)	Administrative Order 89-7
IN YUMA COUNTY, ARIZONA.	)	

It is ORDERED effective July 1, 1989, a Judicial Merit System, as stated in the attached document, entitled "Judicial Merit System", is hereby adopted and implemented in Yuma County, Arizona.

DATED this 11th day of July, 1989.

  
\_\_\_\_\_  
Presiding Judge  
Superior Court

Presiding Judge  
Superior Court, Juvenile Division

SUPERIOR COURT JUDICIAL MERIT SYSTEM  
PAYROLL SECTION  
Effective July 1, 1989

CURRENT PAY SCHEDULE

July 1, 1989

REVISED JULY 1, 1989

SUPERIOR COURT JUDICIAL MERIT SYSTEM

Effective July 1, 1989

Range	Step 1 (Entry)	Step 2 (6 Months)	Step 3 (1 Year)	Step 4 (2 Years)	Step 5 (4 Years)	Step 6 (6 Years)	Step 7 (8 Years)	Step 8 (10 Years)	Step 9 (12 Years)	Step 10 (14 Years)
10	13,594	13,922	14,249	14,938	15,951	17,186	18,022	18,899	19,844	20,837
11	14,249	14,594	14,938	15,661	16,720	18,022	18,899	19,819	20,810	21,850
12	14,938	15,300	15,661	16,419	17,534	18,899	19,819	20,784	21,824	21,900
13	15,661	16,039	16,419	17,215	18,387	19,819	20,784	21,800	22,890	24,035
14	16,419	16,817	17,215	18,052	19,281	20,784	21,800	22,866	24,009	25,209
15	17,215	17,634	18,052	18,930	20,222	21,800	22,866	23,984	25,184	26,444
16	18,052	18,490	18,930	19,853	21,206	22,866	23,984	25,160	26,417	27,738
17	18,930	19,392	19,853	20,820	22,244	23,984	25,160	26,394	27,714	29,099
18	19,853	20,336	20,820	21,838	23,331	25,160	26,394	27,688	29,073	30,526
19	20,820	21,329	22,904	24,475	26,394	27,688	29,049	30,502	32,027	33,629
20	21,838	22,370	24,026	25,673	27,688	29,049	30,477	32,001	33,601	35,280
21	22,904	23,464	25,202	26,931	29,049	30,477	31,976	33,574	35,253	37,016
22	24,026	24,614	26,439	28,255	30,477	31,976	33,551	35,229	36,990	38,839
23	25,202	25,822	27,736	29,643	31,976	33,551	35,205	36,965	38,814	40,754
24	26,439	27,086	29,098	31,101	33,551	35,205	36,940	38,787	40,727	42,763

Range	Step 1 (Entry)	Step 2 (6 Months)	Step 3 (1 Year)	Step 4 (2 Years)	Step 5 (4 Years)	Step 6 (6 Years)	Step 7 (8 Years)	Step 8 (10 Years)	Step 9 (12 Years)	Step 10 (14 Years)
25	27,736	28,419	30,529	32,630	35,205	36,940	38,763	40,701	42,737	44,873
26	29,098	29,814	32,031	34,238	36,940	38,763	40,676	42,710	44,846	47,088
27	30,529	31,280	33,609	35,926	38,763	40,676	42,686	44,820	47,061	49,414
28	32,031	32,820	35,264	37,697	40,676	42,686	44,796	47,036	49,388	51,857
29	33,609	34,436	37,003	39,559	42,686	44,796	47,010	49,360	51,829	54,420
30	35,264	36,133	38,830	41,512	44,796	47,010	49,337	51,804	54,394	57,114
31	37,003	37,915	40,747	43,563	47,010	49,337	51,780	54,369	57,088	59,942
32	38,830	39,788	42,759	45,729	49,337	51,780	54,344	57,061	59,914	62,910

JUDICIAL MERIT SYSTEM  
GRADE/JOB CLASSIFICATION LIST

YUMA COUNTY SUPERIOR COURT

<u>GRADE</u>	<u>JOB CLASSIFICATIONS</u>
10	Clerk/Secretary I (Adult Division) Detention Center Cook (Juvenile Division)
11	Clerk/Secretary II (Adult Division)
12	Records and Communications Assistant III (Juvenile Division)
13	Administrative Services Assistant (Juvenile Division) Buildings & Grounds Maintenance Worker II (Juvenile Division) Baliff Librarian
14	Unassigned at this time
15	Administrative Services Officer (Juvenile Division) Administrative Services Officer (Adult Division) Detention Officer (Juvenile Division) Deputy Field Supervisor (Juvenile Division) Teacher's Aide (Juvenile Division)
16	Unassigned at this time
17	Unassigned at this time
18	Assistant Detention Supervisor (Juvenile Division) Community Work Service Supervisor (Juvenile Division) Part-time Community Service Coordinator with Drug Grant Program (Adult Division) Executive Assistant to Judge
19	Surveillance Officer (Juvenile Division) Surveillance Officer (Adult Division)
20	Unassigned at this time

GRADE/JOB CLASSIFICATION LIST

<u>GRADE</u>	<u>JOB CLASSIFICATIONS</u>
21	Field/Intake Probation Officer (Juvenile Division) Investigation/Pre-Sentence/Field Probation Officer (Adult Division) Intensive Probation Officer (Adult Division) Detention Supervisor (Juvenile Division)
22	Intensive Probation Officer (Juvenile Division) Education Specialist/Intensive Probation Officer (Juvenile Division)
23	Court Reporter
24	Supervisor - Intensive Probation (Adult Division)
25	Supervisor - Field/Intake Probation (Juvenile Division) Supervisor - Intensive Probation (Juvenile Division)
26	Deputy Chief Probation Officer (Adult Division)
27	Chief Probation Officer (Adult Division) Assistant Director of Juvenile Court Services (Juvenile Division)
28	Unassigned at this time
29	Unassigned at this time
30	Director of Juvenile Court Services (Juvenile Division)
31	Unassigned at this time
32	Unassigned at this time



SUPERIOR COURT SUPPORT STAFF

SUPERIOR COURT SUPPORT STAFF  
CLASSIFICATIONS/SALARIES WORKSHEET

Fiscal Year 1989-90

<u>Name</u>	<u>Current Salary</u>	<u>Proposed Step</u>	<u>Proposed Salary</u>
BROCKERT, Patricia	\$ 34,308	23/7	\$ 34,823
GREEN, Henry	\$ 17,696	13/4	\$ 17,961
HARRINGTON, Christy	\$ 34,308	23/7	\$ 34,823
HOCKENBURY, Helen	\$ 21,632	18/4	\$ 21,838
IVEY, Tony Roscoe	\$ 17,696	13/4	\$ 17,961
MCGUIRE, Linda Marie	\$ 19,260	18/3	\$ 20,820
PRAY, Jane E.	\$ 21,632	18/4	\$ 21,838
PREUSCH, Carley	\$ 32,100	Exempt	\$ 45,472
REGENSCHEID, Gerald	\$ 16,871	13/4	\$ 17,215
SHIPP, Joyce	\$ 36,601	23/8	\$ 36,965
WILLIAMS, Charles E.	\$ 17,696	13/4	\$ 17,961

SUPERIOR COURT SUPPORT DIVISION

CLASSIFICATION/SALARY WORKSHEET

Effective July 1, 1989

\*All salaries reflect the 1.5% cost of living increase granted for fiscal 1989-90

BROCKERT, Patricia - Court Steno Reporter

Currently at \$34,308.

Place at 23/7 of the new revised plan on July 1, 1989, but at the lower salary of \$34,823. On July 1, 1989, move to 23/8 at \$36,965.

GREEN, Henry - Court Bailiff

Currently at \$17,696.

Place at 13/4 of the new revised plan on July 1, 1989, but freeze at the higher \$17,961 salary. On July 1, 1990, move to 13/5 at \$18,387.

HARRINGTON, Christy - Court Steno Reporter

Currently at \$34,308.

Place at 23/7 of the new revised plan on July 1, 1989, but at the lower salary of \$34,823. On July 1, 1990, move to 23/8 at \$36,965.

HOCKENBURY, Helen - Judicial Secretary

Currently at \$21,632.

Place at 18/4 of the new revised plan on July 1, 1989, at the salary of \$21,838. On July 1, 1990, move to 18/5 at \$23,331.

IVEY, Roscoe - Court Bailiff

Currently at \$17,696.

Place at 13/4 of the new revised plan on July 1, 1989, but freeze at the higher salary of \$17,961. On July 1, 1990, move to 13/5 at \$18,387.

McGUIRE, Linda - Judicial Secretary

Currently at \$19,260.

Place at 18/3 of the new revised plan on July 1, 1989, at the salary of \$20,820. On July 1, 1990, move to 18/4 at \$21,838.

PRAY, Jane - Judicial Secretary

Currently at \$21,632.

Place at 18/4 of the new revised plan on July 1, 1989, at the salary of \$21,838. On July 1, 1990, move to 18/5 at \$23,331.

PREUSCH, Carley - Court Commissioner

Currently at \$32,100

Hours were increased for the 1989-90 budget and the salary was raised to \$45,472 (which includes the 1.5% cost of living increase).

REGENSCHEID, Gerald - Law Librarian

Currently at \$16,871.

Place at 13/4 of the new revised plan on July 1, 1989, at the salary of \$17,215. On July 1, 1990, move to 13/5 at \$18,387.

SHIPP, Joyce - Court Steno Reporter

Currently at \$36,601.

Place at 23/8 of the new revised plan on July 1, 1989, at the salary of \$36,965. On July 1, 1990, move to 23/9 at \$38,814.

WILLIAMS, Charles - Court Bailiff

Currently at \$17,696.

Place at 13/4 of the new revised plan on July 1, 1989, but freeze at the higher salary of \$17,961 which allows for the 1.5% raise for 89-90. On July 1, 1990, move to 13/5 at \$18,387.

ADULT PROBATION STAFF

YUMA COUNTY ADULT PROBATION DIVISION  
ADMINISTRATIVE PERSONAL SERVICES BUDGET

Fiscal Year 1989-90

EMPLOYEE	G/S	EFFECTIVE DATE	TITLE	SALARY 89/90	SOURCE
BEVERLY, R. Anita	26/3	7/01/89	Deputy Chief Probation Officer	\$32,031	C, SAE
POOL, John W.	27/3	7/01/89	Chief Probation Officer	33,840	C, SAE

ADULT PROBATION DIVISION

ADMINISTRATIVE CLASSIFICATION/SALARY WORKSHEET

Effective July 1, 1989

Cost/Savings to  
Yuma County 1989-90

BEVERLY, R. Anita - Deputy Chief  
Probation Officer

Currently at \$28,077 - to move to \$29,481  
on July 1, 1989.

Move to 26/3 of the new plan on July 1,  
1989 at \$32,031. Move to 26/4 at \$34,238  
on July 1, 1990.

Savings: \$1,404

Difference between the current \$28,498  
salary and projected \$32,031 for fiscal  
1989-90 (\$3,533) would be paid out of State  
Aid Enhancement.

POOL, John W. - Chief Probation Officer

Currently at \$30,324 - to move to \$31,840  
on July 1, 1989.

On July 1, 1989, place at 27/3 of the new  
plan, but at higher \$33,840 salary. Move  
to 27/4 at \$35,926 on July 1, 1990.

Savings: \$1,516

The difference between the current \$30,779  
salary and the projected \$33,840 total for  
fiscal 1989-90 (\$3,061) will be paid out  
of State Aid Enhancement.

YUMA COUNTY ADULT PROBATION DIVISION  
PERSONAL SERVICES BUDGET - FISCAL YEAR 1989-90

EMPLOYEE	G/S	EFFECTIVE DATE	TITLE	SALARY 89/90	SOURCE
BRIGGS, Coleen J.	21/5	7/01/89	Probation Officer I	29,049	C
DANIELS, Teresa V.	15/4	7/01/89	Administrative Services Officer	18,930	C
FEDERICO, Ramona E.	10/3	7/01/89	Secretary/Clerk I	14,249	C
GASCA, Patricia	10/1	7/01/89	Secretary Clerk I (1/2 \$13,594)		
		1/01/90	(1/2 \$13,922)	13,758	C
McCULLOUGH, Alma J.	21/3	7/01/89	Probation Officer I	26,007	C
POLAND, Geneva	10/3	7/01/89	Secretary Clerk I	14,249	C
BRAKEFIELD, Marjorie	21/3	7/01/89	Probation Officer I	26,669	SAE
BLASINI, Lori Ann	10/1	7/01/89	Secretary/Clerk I (1/2 \$13,594)		
		1/01/90	(1/2 \$13,922)	13,758	SAE
ELLIS, Larry B.	21/3	7/01/89	Probation Officer I	26,669	SAE
McCABE, Benny	21/3	7/01/89	Probation Officer I	26,007	IPS
MONTGOMERY, James D.	21/3	7/01/89	Probation Officer I	26,669	SAE
NULLINER, Owen M.	21/3	7/01/89	Probation Officer I	26,669	SAE
SEDDON, Eleanor E.	21/3	7/01/89	Probation Officer I	26,669	SAE
WALLACE, Jerry	21/3	7/01/89	Probation Officer I	26,007	SAE
CHAVEZ, Veronica	11/4	7/01/89	Secretary/Clerk II	15,661	IPS
EHRlich, John M.	21/3	7/01/89	Probation Officer I	26,669	IPS
ERWIN, Christine	10/1	7/01/89	Secretary/Clerk I (1/2 \$13,594)		
		1/01/90	(1/2 \$13,922)	13,758	IPS
JOHNSON, Frank E.	19/2	7/01/89	Surveillance Officer (1/2 \$22,852)		
		1/01/90	(1/2 \$22,904)	23,543	IPS
SILVA, Frank E.	19/4	7/01/89	Surveillance Officer	25,047	IPS
YANKOSKY, Cindy Lou	21/3	7/01/89	Probation Officer I	26,007	IPS
Vacant	24/3	7/01/89	Supervisor - Intensive Probation	29,098	IPS



ADULT PROBATION DIVISION  
CLASSIFICATION/SALARY WORKSHEET

Effective July 1, 1989

\*All salaries reflect the 1.5% cost of living increase granted for fiscal 1989-90

Cost/Savings to  
Yuma County 1989-90

BLASINI, Lori Ann - Secretary/Clerk I

Currently at \$12,091 - to move to \$12,393 on August 18, 1989.

Place at 10/1 of the new revised plan at \$13,594 on July 1, 1989. Move to 10/2 at \$13,922 on January 1, 1990, and to 10/3 at \$14,249 on July 1, 1990.

Cost: -0-

BRAKEFIELD, Marjorie - Probation Officer I

Currently at \$26,275 - to move to \$27,589 on July 1, 1989.

Place at 21/3 of the new revised plan on July 1, 1989, but freeze at the higher \$26,669 salary for the year. On July 1, 1990, move to 21/4 at \$26,931 (a two-year step).

Cost: -0-

BRIGGS, Coleen J. - Probation Officer I

Currently at \$27,419 - to move to \$28,789 on July 1, 1989.

Do away with Probation Officer II designation. On July 1, 1989, place at 21/5 of the new revised plan at \$29,049 (a two-year step). On July 1, 1991, move to 21/6 at \$30,477.

Savings: \$169

CHAVEZ, Veronica - Secretary/Clerk II

Currently at \$14,231 - to move to \$14,942 on July 1, 1989.

Place at 11/4 of the new revised plan on July 1, 1989 at \$15,661 (a two-year step). Move to 11/5 at \$16,720 on July 1, 1991.

Cost: -0-

DANIELS, Theresa V. - Administrative Services Officer

Currently at \$17,444 - to move to \$18,316 on July 1, 1989.

Place at 15/4 of the new revised plan on July 1, 1989 at \$18,930 (a two-year step). Move to 15/5 at \$20,222 on July 1, 1991.

Cost: \$334

EHRlich, John M. - Probation Officer I

Currently at \$26,275 - to move to \$27,589 on July 1, 1989.

Place at 21/3 of the new revised plan on July 1, 1989, but freeze at the higher \$26,669 salary for the year. On July 1, 1990, move to 21/4 at \$26,931 (a two-year step).

Cost: -0-

ELLIS, Larry B. - Probation Officer I

Currently at \$26,275 - to move to \$27,589 on October 7, 1989.

Place at 21/3 of the new revised plan on July 1, 1989, but freeze at the higher \$26,669 salary for the year. On July 1, 1990, move to 21/4 at \$26,931 (a two-year step).

Cost: -0-

ERWIN, Christine - Secretary/Clerk I

Currently at \$12,091 - to move to \$12,292 on August 1, 1989.

Place at 10/1 of the new revised plan at \$13,594 on July 1, 1989. Move to 10/2 at \$13,922 on January 1, 1990, and to 10/3 at \$14,249 on July 1, 1990.

Cost: -0-

FEDERICO, Ramona E. - Secretary/Clerk I

Currently at \$12,393 - to move to \$13,013 on July 30, 1989.

Has 2 1/2 years in service. On July 1, 1989, place at 10/3 of the new revised plan at \$14,249. On July 1, 1990, move to 10/4 at \$14,938 (a two-year step).

Cost: \$1,025

GASCA, Patricia - Secretary/Clerk I

Currently at \$12,393 - to move to \$13,013 on April 18, 1990.

On July 1, 1989, place at 10/1 of the new revised plan at \$13,594. On January 1, 1990, Move to 10/2 at \$13,922, and on July 1, 1990 to 10/3 at \$14,249.

Cost: \$1,007

JOHNSON, Frank E. - Surveillance Officer

Currently at \$22,852 - to move to \$24,075 on January 1, 1990.

Do away with Surveillance Officer I designation. Has 6 months in service. On July 1, 1989, classify as Surveillance Officer at 19/2 of the new revised plan, but freeze at higher \$23,543 salary. On January 1, 1990, move to 19/3 at \$22,904.

Cost: -0-

McCABE, Benny - Probation Officer I

Currently at \$25,623 - to move to \$26,275 on July 18, 1989.

Place at 21/3 of the revised new plan on July 1, 1989, but freeze at higher \$26,007 salary for the year. On July 1, 1990, move to 21/4 at \$26,931 (a two-year step).

Cost: -0-

McCULLOUGH, Alma J. - Probation Officer I

Currently at \$25,623 - to move to \$26,275 on August 16, 1989.

Place at 21/3 of new revised plan on July 1, 1989, but freeze at higher \$26,007 salary for the year. On July 1, 1990, move to 21/4 at \$26,931 (a two-year step).

Savings: \$ 598

MILLER, James E. - Community Services  
Coordinator

Currently at \$11,250 in part-time, state-funded position. Not listed as part of the current salary scale.

On July 1, 1989, place at 18/5 of the new revised plan at one-half of the \$23,331 salary (\$11,666). On July 1, 1991, move to 18/6 at one-half of the \$25,160 salary (\$12,580).

Cost: -0-

MONTGOMERY, James D. - Probation Officer I

Currently at \$26,275 - to move to \$27,589 on July 1, 1989.

Place at 21/3 of the new revised plan on July 1, 1989, but freeze at the higher \$26,669 salary for the year. On July 1, 1990, move to 21/4 at \$26,931 ( a two-year step).

Cost: -0-

NULLINER, Owen M. - Probation Officer I

Currently at \$26,275 - to move to \$27,589 on April 5, 1990.

Place at 21/3 of the new revised plan on July 1, 1989, but freeze at the higher \$26,669 salary for the year. On July 1, 1990, move to 21/4 at \$26,931 (a two-year step).

Cost: -0-

POLAND, Geneva Lu - Secretary/Clerk I

Currently at \$12,393 - to move to \$13,013 on November 5, 1989.

Has 2 years in service. On July 1, 1989, place at 10/3 of the new revised plan at \$14,249. On July 1, 1990, move to 10/4 at \$14,938 (a two-year step).

Cost: \$1,232

SEDDON, Eleanor E. - Probation Officer I

Currently at \$26,275 - to move to \$27,589 on October 7, 1989.

Place at 21/3 of the new revised plan on July 1, 1989, but freeze at the higher \$26,669 salary for the year. On July 1, 1990, move to 21/4 at \$26,931 (a two-year step).

Cost: -0-

SILVA, Frank J. - Surveillance Officer

Currently at \$24,677 - to move to \$25,911 on July 1, 1989.

Do away with Surveillance Officer II designation. Has three years experience. On July 1, 1989, classify as Surveillance Officer at 19/4 of the new revised schedule, but freeze at the higher \$25,047 salary. Move to 19/5 at \$26,394 on July 1, 1991.

Cost: -0-

WALLACE, Jerry - Probation Officer I

Currently at \$25,623 - to move to \$26,275 on July 1, 1989.

Place at 21/3 of the new revised plan on July 1, 1989, but freeze at the higher \$26,007 salary for the year. On July 1, 1990, move to 21/4 at \$26,931 (a two-year step).

Cost: -0-

WALLACE, Peggy R. - Secretary/Clerk II

Currently at \$13,883 - to move to \$14,231 on January 1, 1990.

On July 1, 1989, place at 11/1 of the new revised plan at \$14,249. On January 1, 1990, move to 11/2 at \$14,594, and on July 1, 1990, move to 11/3 at \$14,938.

Cost: \$ 150

YANKOSKY, Cindy Lou - Probation Officer I

Currently at \$25,623 - to move to \$26,275 on September 26, 1989.

Place at 21/3 of the new revised plan on July 1, 1989, but freeze at the higher \$26,007 salary. On July 1, 1990, move to 21/4 at \$26,931 (a two-year step).

Cost: -0-

Vacant - Supervisor, Intensive Probation Division

Vacant position previously held by Paul R. Johnson, Probation Officer III.

Start on July 1, 1989 at 24/3 of the new revised plan at \$29,098. Move to 24/4 at \$31,101 on July 1, 1990.

JUVENILE PROBATION DEPARTMENT

YUMA COUNTY JUVENILE COURT CENTER

ADMINISTRATIVE CLASSIFICATIONS/SALARIES WORKSHEET

Fiscal Year 1989-1990

<u>Name</u>	<u>Current Step</u>	<u>Current Salary</u>	<u>Proposed Step</u>	<u>Proposed Salary</u>
HAYS, Janice	29/4	\$36,456	30/3	\$38,830
ROWE, Ben C., Jr.	26/3	\$30,078	27/3	\$33,609



JUVENILE PROBATION DIVISION

ADMINISTRATIVE CLASSIFICATION/SALARY WORKSHEET

Effective July 1, 1989

Cost/Savings to  
Yuma County 1989-90

HAYS, Janice - Director of Juvenile Court  
Services

Currently at \$36,456 (29/4) - to move to  
\$38,874 (29/5) on July 1, 1990.

Reclassify to 30/3 of new revised plan  
\$38,830 on July 1, 1989. Move to 30/4 at  
\$41,512 on July 1, 1990.

Cost: -0-

Difference between the county general fund's  
responsibility of \$35,205 and projected  
total of \$38,830 for fiscal 1989-90 (\$3,625)  
will be paid out of the Juvenile Probation  
Services Fund (Fund 245).

ROWE, Ben - Assistant Director of Juvenile  
Court Services

Currently at \$30,078 (26/3) - to move to  
\$31,558 (26/4) on January 1, 1990.

Reclassify to 27/3 of new revised plan at  
\$33,609 on July 1, 1989. Move to 27/4 at  
35,926 on July 1, 1990.

Cost: -0-

Difference between the county general fund's  
responsibility of \$29,643 and the projected  
total of \$33,609 for fiscal 1989-90 (\$3,966)  
will be paid out of the Juvenile Probation  
Services Fund (Fund 245).

## YUMA COUNTY JUVENILE COURT CENTER

CLASSIFICATIONS/SALARIES WORKSHEET

Fiscal Year 1989-1990

Name	Current Step	Current Salary	Proposed Step	Proposed Salary
APOSTOL, Adelaida	10/6	\$16,932	10/6	\$17,186
COCHRAN, Michelle	14/1	\$16,176	15/1	\$17,215
COLEGROVE, Michael	14/2	\$16,568	15/1	\$17,215
CRAWFORD, Charles	14/1	\$16,176	15/1	\$17,215
ESCALANTI, Marcia	14/4	\$17,785	15/4	\$18,930
FARRELL, Terrence	22/2	\$23,671	22/3	\$26,439
FASAVALU, Ben	14/2	\$16,568	15/1	\$17,215
FIGUEROA, Cesar	14/2	\$16,568	15/1	\$17,215
GALINDO, Ignacio	14/1	\$ 4,044	15/1	\$ 4,305
GALLAHER, Steven	24/3	\$27,326	25/3	\$30,529
GARLIT, Myra	19/1	\$20,512	18/3	\$20,820
GHIOTTO, Rebecca	13/4	\$16,961	13/4	\$17,215
GRADY, Cornell	14/2	\$16,568	15/1	\$17,215
HALE, Burton	14/2	\$16,568	15/1	\$17,215
HAMBY, Karen	12/3	\$15,430	12/3	\$15,661
HOOKE, Rose	12/2	\$15,074	12/2	\$15,300
KILLIAN, Ann	21/2	\$23,117	21/3	\$25,202
LEAMONS, Sharon	14/1	\$16,176	15/1	\$17,215
MARTINEZ-RUST, Victoria	14/2	\$16,568	15/1	\$17,215
McGRATH, Oralie	15/4	\$18,650	15/4	\$18,930

Name	Current Step	Current Salary	Proposed Step	Proposed Salary
McKINNEY, Sandra	19/2	\$20,512	19/2	\$21,329
MENCHACA, Annette	12/2	\$15,074	12/2	\$15,300
MORALES, Rosendo	22/2	\$24,240	22/3	\$26,439
NAIT-ALI, Ahmed	11/5	\$16,473	13/5	\$18,387
PRAY, Terry	24/4	\$28,668	25/3	\$30,529
PRICHARD, Lena	14/2	\$16,176	15/1	\$17,215
RHODES, Adrienne	12/1	\$14,717	12/1	\$14,938
ROSE, Claudia	12/1	\$14,717	12/1	\$14,938
RUIZ, Arturo	21/3	\$23,671	21/3	\$25,202
SMALL, Timothy	21/1	\$22,566	21/1	\$22,904
SMITH, Jeanne	22/2	\$24,250	22/2	\$24,614
STEWART, Gregory	21/2	\$23,117	21/3	\$25,202
STUART, Amy K.	21/2	\$23,117	21/3	\$25,202
THOMPSON, Jeffery	17/1	\$18,650	18/1	\$19,853
TRISTAN, Bertha	14/5	\$18,996	15/5	\$20,222
UNDERHILL, Carol	12/3	\$15,430	12/3	\$15,661

JUVENILE PROBATION DIVISION  
CLASSIFICATION/SALARY WORKSHEET

Effective July 1, 1989

Cost/Savings to  
Yuma County 1989-90

APOSTOL, Adelaida - Detention Center Cook

Currently at \$16,932 (10/6) - to move to \$17,756 (10/7) on April 1, 1990.

Cost: -0-

Leave at 10/6 on July 1, 1989, but at the higher \$17,186 salary of the new revised plan. Move to 10/7 at \$18,022 on April 1, 1990.

COCHRAN, Michelle - Juvenile Detention Officer

Currently at \$16,176 (14/1) - to move to \$16,568 (14/2) on December 20, 1989.

As per the Board of Supervisor's detention officer upgrade plan, reclassify to 15/1 at \$17,215 on July 1, 1989. On January 1, 1990, move to 15/2 at \$17,634.

Cost: \$ 304

COLEGROVE, Michael - Juvenile Detention Officer

Currently at \$16,568 (14/2) - to move to \$16,961 (14/3) on July 1, 1989.

As per Board of Supervisors detention officer upgrade plan, reclassify to 15/1 of the new revised plan at \$17,215 on July 1, 1989. On January 1, 1990, move to 15/2 at \$17,634.

Cost: \$ 978

CRAWFORD, Charles - Juvenile Detention Officer

Currently at \$16,176 (14/1) - to move to \$16,568 (14/2) on August 15, 1989.

As per Board of Supervisors detention officer upgrade plan, reclassify to 15/1 of the new revised plan at \$16,961 on July 1, 1989. On January 1, 1990, move to 15/2 at \$17,634.

Cost: \$ 501

ESCALANTI, Marcia - Juvenile Detention Officer

Currently at \$17,785 (14/4) - to move to \$18,996 (14/5) on July 1, 1990.

As per the Board of Supervisors detention officer upgrade plan, reclassify to 15/4 of the new revised plan at \$18,930 on July 1, 1989 (two-year step).

Cost: \$ 865

FARRELL, Terrence - Intensive Probation Officer

Currently at \$24,250 (22/2) - to move to \$24,830 (22/3) on December 5, 1989.

Place at 22/3 of the new revised plan at \$26,439 on July 1, 1989. Move to 22/4 at \$28,255 on July 1, 1990.

Cost: -0-

FASAVALLU, Ben - Juvenile Detention Officer

Currently at \$16,568 (14/2) - to move to \$16,961 (14/3) on September 14, 1989.

As per the Board of Supervisors detention officer upgrade plan, reclassify to 15/1 of the new revised plan at \$17,215 on July 1, 1989. On January 1, 1990, move to 15/2 at \$17,634.

Cost: \$ 978

FIGUEROA, Cesar - Juvenile Detention Officer

Currently at \$16,568 (14/2) - to move to \$16,961 (14/3) on July 1, 1989.

As per the Board of Supervisors detention officer upgrade plan, reclassify to 15/1 of the new revised plan at \$17,215 on July 1, 1989. On January 1, 1989, move to 15/2 at \$17,634.

Cost: \$ 206

GALINDO, Ignacio - Deputy Field Supervisor  
(Temporary)

Currently at \$16,176 (14/1).

Reclassify to 15/1 at 17,215 (\$1,435 monthly) through August 31, 1989.

Cost: -0-

GALLAHER, Steven - Supervisor - JIPS Division

Currently at \$27,326 (24/3) - to move to \$28,668 (24/4) on January 1, 1990.

Reclassify to 25/3 of new revised plan at \$30,529 on July 1, 1989. Move to 25/4 at \$32,630 on July 1, 1990.

Cost: -0-

GARLIT, Myra - JIPS Surveillance Officer

Currently at \$20,512 (19/1) - to move to \$21,014 (19/2) on December 11, 1989.

Leave at 19/1 on July 1, 1989, but at higher \$20,820 of the new revised plan. Move to 19/2 at \$21,329 on December 11, 1989, and to 19/3 at \$22,904 on June 11, 1990.

Cost: -0-

GHIOTTO, Rebecca - Administrative Services Assistant

Currently at \$16,961 (13/4) - to move to \$18,115 (13/5) on September 7, 1990.

Leave at 13/4 on July 1, 1989, but at the higher \$17,215 salary of the new revised plan. Move to 13/5 at \$18,387 on September 7, 1990.

Cost: -0-

GRADY, Cornell - Juvenile Detention Officer

Currently at \$16,568 (14/2) - to move to \$16,961 (14/3) on July 1, 1989.

As per the Board of Supervisors detention officer upgrade plan, reclassify to 15/1 of the new revised plan at \$17,215 on July 1, 1989. On January 1, 1990, move to 15/2 at \$17,634.

Cost: \$ 206

HALE, Burton - Deputy Field Supervisor

Currently at \$16,568 (14/2) - to move to \$16,961 (14/3) on July 1, 1989.

Reclassify to 15/1 of the new revised plan at \$17,215 on July 1, 1989. On January 1, 1990, move to 15/2 at \$17,634.

Cost: -0-

HAMBY, Karen - RCA III

Currently at \$15,430 (12/3) - to move to \$16,176 (12/4) on January 25, 1990.

Cost: -0-

Leave at 12/3 on July 1, 1989, but at the higher \$15,661 of the new revised plan. Move to 12/4 at \$16,419 on January 25, 1990.

HOOKER, Rose Marie - RCA III

Currently at \$15,074 (12/2) - to move to \$15,430 (12/3) on September 26, 1989.

Cost: -0-

Leave at 12/2 on July 1, 1989, but at the higher \$15,300 of the new revised plan. Move to 12/3 at \$15,661 on September 26, 1989.

KILLIAN, Ann - Juvenile Probation Officer

Currently at \$23,117 (21/2) - to move to \$23,671 (21/3) on July 1, 1989.

Move to 21/3 on July 1, 1989, but at higher \$25,202 salary of new revised plan. Move to 21/4 at 26,931 on July 1, 1990.

Cost: -0-

LEAMONS, Sharon - Juvenile Detention Officer

Currently at \$16,176 (14/1) - to move to \$16,568 (14/2) on December 5, 1989.

As per Board of Supervisors detention officer upgrade plan, reclassify to 15/1 of the new revised plan at \$17,215 on July 1, 1989. On January 1, 1990, move to 15/2 at \$17,634.

Cost: \$ 206

MARTINEZ- RUST, Victoria - Basic Skills  
Instructor/Teacher's Aide

Currently at \$16,568 (14/2) - to move to \$16,961 (14/3) on October 31, 1989.

Relassify to 15/1 at \$16,961 on July 1, 1989. On January 1, 1990, move to 15/2 at \$17,634.

Cost: -0-

McGRATH, Oralie - Administrative Services  
Officer

Currently at \$18,650 (15/4) - to move to \$19,923 (15/5) on July 1, 1990.

Cost: -0-

Leave at 15/4 on July 1, 1989, but at the higher \$18,930 salary of the new revised plan. Move to 15/5 at \$20,222 on July 1, 1990.

McKINNEY, Sandra - JIPS Surveillance Officer

Currently at \$21,014 (19/2) - to move to \$21,515 (19/3) on December 5, 1989.

Cost: -0-

Leave at 19/2 on July 1, 1989, but at the higher \$21,329 salary of the new revised plan. On December 5, 1989, move to 19/3 at \$22,904.

MENCHACA, Annette - RCA III

Currently at \$15,074 (12/2) - to move to \$15,430 (12/3) on September 26, 1989.

Cost: -0-

Leave at 12/2 on July 1, 1989, but at the higher \$15,300 salary of the new revised plan. Move to 12/3 at \$15,662 on September 26, 1989.

MORALES, Rosendo - Intensive Probation Officer

Currently at \$24,250 (22/2) - to move to \$24,830 (22/3) on July 1, 1989.

Cost: -0-

Move to 22/3 on July 1, 1989, but at higher \$26,439 salary of the new revised plan. On July 1, 1990, move to 22/4 at 28,255.



NAIT-ALI, Ahmed - Building & Grounds Maintenance  
Worker II

Currently at \$16,473 (11/5) - to move to \$17,756 (11/6) on December 19, 1989.

Reclassify to 13/5 at \$18,387 on July 1, 1989.  
On July 1, 1991, move to 13/6 at 19,819.

Cost: -0-

Difference between the county general fund's responsibility of \$17,480 and the projected \$18,387 total for fiscal 1989-90 (\$907) will be paid out of Juvenile Intensive Probation Supervision (Fund 265).

PRAY, Terry - Supervisor - Field/Intake  
Probation Division

Currently at \$28,668 (24/4) - to move to \$30,641 (24/5) on July 1, 1990.

Reclassify to 25/3 of the new revised plan at \$30,529 on July 1, 1989. Move to 25/4 at \$32,630 on July 1, 1990.

Cost: -0-

Difference between the county general fund's responsibility of \$26,502 and the projected total of \$30,529 for fiscal 1989-90 (\$4,027) will be paid out of the Juvenile Probation Services Fund (Fund 245).

PRICHARD, Lena - Juvenile Detention Officer

Currently at \$16,568 (14/2) - to move to \$16,961 (14/3) on December 5, 1989.

As per the Board of Supervisors detention officer upgrade plan, reclassify to 15/1 of the new revised plan at \$17,215 on July 1, 1989. On January 1, 1990, move to 15/2 at \$17,634.

Cost: \$ 370

RHODES, Adrienne - RCA III

Currently at \$14,717 (12/1) - to move to \$15,074 (12/2) on November 15, 1989.

Leave at 12/1 on July 1, 1989, but at the higher \$14,938 salary of the new revised schedule. Move to 12/2 at \$15,300 on November 15, 1989, and to 12/3 at \$15,661 on May 15, 1990.

Cost: -0-

ROSE, Claudia - RCA III

Currently at \$14,717 (12/1) - to move to \$15,074 (12/2) on May 15, 1989.

Cost: -0-

Leave at 12/1 on July 1, 1989, but at the higher \$14,938 salary of the new revised plan. Move to 12/2 at \$15,300 on November 15, 1989, and to 12/3 at \$15,661 on May 15, 1990.

RUIZ, Arturo - Supervisor - Detention Division

Currently at \$23,671 (21/3) - to move to \$24,830 (21/4) on January 1, 1990.

Leave at 21/3 on July 1, 1989, but at the higher \$25,202 salary of the new plan. Move to 21/4 at \$26,931 on January 1, 1990.

Cost: \$1,431

SMALL, Timothy - Juvenile Probation Officer

Currently at \$22,566 (21/1) - to move to \$23,117 (21/2) on September 6, 1989.

Leave at 21/1 on July 1, 1989, but at the higher \$22,904 of the new revised plan. Move to 21/2 at \$23,464 on September 6, 1989, and to 21/3 at \$25,202 on March 6, 1990.

Cost: -0-

Difference between the county general fund's responsibility of \$20,417 and the projected total of \$23,951 for fiscal 1989-90 (\$3,534) will be paid out of the Juvenile Probation Services Fund (Fund 245).

SMITH, Jeanne - Educational Specialist/  
Intensive Probation Officer

Currently at \$24,250 (22/2) - to move to \$24,830 (22/3) on October 3, 1989.

Leave at 22/2 on July 1, 1989, but at the higher \$24,614 of the new revised plan. Move to 22/3 at 26,439 on October 3, 1989.

Cost: -0-

STEWART, Gregory - Juvenile Probation Officer

Currently at \$23,117 (21/2) - to move to \$23,671 (21/3) on July 1, 1989.

Move to 21/3 on July 1, 1989, but at the higher \$25,202 salary of the new revised plan. Move to 21/4 at \$26,931 on July 1, 1990.

Cost: -0-

Difference between the county general fund's responsibility of \$20,905 and the projected total of \$25,202 for fiscal 1989-90 (\$4,297) will be paid out of the Juvenile Probation Services Fund (Fund 245).

STUART, Amy - Programs Coordinator/  
Juvenile Probation Officer

Currently at \$23,117 (21/2) - to move to \$23,671 (21/3) on July 1, 1989.

Move to 21/3 on July 1, 1989, but at the higher \$25,202 salary of the new revised plan. Move to 21/4 at \$26,931 on July 1, 1990.

Cost: -0-

THOMPSON, Jeffery - Assistant Supervisor -  
Detention Division

Currently at \$18,650 (17/1) - to move to \$19,105 (17/2) on September 5, 1989.

As per the Board of Supervisor's detention officer upgrade plan, reclassify to 18/1 of the new revised plan at \$19,853 on July 1, 1989. On January 1, 1990, move to 18/2 at \$20,336.

Cost: \$ 617

TRISTAN, Bertha - Juvenile Detention Officer

Currently at \$18,996 (14/5) - to move to \$20,477 (14/6) on July 1, 1991.

As per the Board of Supervisor's detention officer upgrade plan, reclassify to 15/5 at \$20,222 on July 1, 1989. Move to 15/6 at \$21,800 on July 1, 1991.

Cost: \$ 927

UNDERHILL, Carol - RCA III

Currently at \$15,430 (12/3) - to move to \$16,176 (12/4) on September 28, 1989.

Cost: -0-

Leave at 12/3 on July 1, 1989, but at the higher \$15,661 salary of the new revised plan. Move to 12/4 at \$16,419 on September 28, 1989.

VACANT - Community Work Services Supervisor

Currently starting at \$18,650 (17/1).

Reclassify to 18/1 on July 1, 1989, at the higher \$19,560 salary of the new revised plan.

Cost: -0-

VACANT - Deputy Field Supervisor (Evening Support)

Currently starting at \$16,176 (14/1).

Reclassify to 15/1 on July 1, 1989, but at higher \$17,215 salary of the new revised plan.

Cost: -0-

VACANT - RCA III

Currently starting at \$14,717 (12/1).

Leave at 12/1 on July 1, 1989, but at the higher \$14,938 of the new revised plan.

## LEAVE POLICY

YUMA COUNTY SUPERIOR COURT  
PERSONNEL RULES & REGULATIONS

LEAVE

1. POLICY

The following leaves are applicable to all personnel within the adult and juvenile probation departments of the Yuma County Superior Court, except the Chief Adult Probation Officer, Director of Juvenile Court Services and Court Commissioner(s) who are exempted. The Chief Adult Probation Officer, Director of Juvenile Court Services, and Court Commissioner(s) will coordinate their leave requirements with the Presiding Judge and/or the Presiding Judge of the Juvenile Division of the Superior Court, respectively.

2. VACATION LEAVE

A. Eligibility for Vacation Leave. An employee shall become eligible to take leave after six (6) months of continuous service.

B. Accrual Base Rates. Vacation leave accrual base rates shall be determined by the amount of completed continuous service as follows:

0 through 48 months	8 hours per month	(12 days)
49 through 120 months	10 hours per month	(15 days)
121 months or more (30 day accrual)	12 hours per month	(18 days)

C. Monthly Accrual Rates:

1. Permanent and probationary employees shall accrue vacation leave on the basis of the number of hours worked in the months at the following rates:

160 or more hours	100% of base rate
120 to 159 hours	75% of base rate
80 to 119 hours	50% of base rate
79 or fewer hours	0% of base rate

2. Time elapsed while an employee is on any authorized leave, except leave without pay, suspension or educational leave, shall be considered hours worked for purposes of this section.

- D. Authorized Use. Agency management shall authorize use of accrued vacation leave at such time as will accommodate the operations of the Court and, to the extent practical, accommodate the needs of the employee. Vacation leave is accrued but may not be used during the initial six month probationary period after an employee is hired.

Requests for vacation should be submitted to the division supervisor, in writing (on the standardized leave form). If approved, the name and dates will be posted on the division calendar as verification. If two employees request the same date, priority will be given to the employee making the earliest written and approved request.

- E. Maximum Accrual. Any accrued, but unused, vacation leave in excess of 240 hours, on record as of December 1 of each year, shall be reduced to 240 hours on January 1 of each year, and the employee shall forfeit the right to use of such excess leave.
- F. All Court employees shall be given an opportunity to use their annually accrued vacation leave during the year of its accrual. If, due to unforeseen emergency or other occurrence, they are prevented from using scheduled vacation leave or from even scheduling such leave, a request may be made to the Presiding Judge through the Chief Adult Probation Officer or the Director of Juvenile Court Services for permission to carry this leave should it result in an accrual in excess of the amount allowed in Section 2.E of this chapter.

### 3. SICK LEAVE

#### A. Monthly Accrual Rates:

1. Permanent and probationary employees shall accrue sick leave on the basis of the number of hours worked during the month at the following rates:

160 hours or more	8 hours per month
120 to 159 hours	6 hours per month
80 to 119 hours	4 hours per month
79 or less hours	0 hours per month

2. Time elapsed while an employee is on any authorized leave, except a leave without pay, suspension or educational leave, shall be considered hours worked for purposes of this section.

- B. Authorized Use. Accrued sick leave may be used during scheduled work hours when an employee is incapacitated by sickness, maternity or injury; for medical, dental or optical examinations or treatment; for illness of a member of the employee's immediate family and such other persons as approved by the division director; or when an employee has been exposed to a contagious disease such that attendance at work could jeopardize the health of others.

For sick leave purposes, immediate family shall be defined as spouse, brother or sister of employee (if domiciled with employee), child, mother or father of either employee or spouse.

Should an event require more sick leave than the employee has accrued, the employee may draw on any accrued vacation time before going to a leave without pay status.

- C. Notification. Employees who are unable to work for any of the reasons stated in Section 3.B of this chapter shall contact their immediate supervisor or an administrator prior to the beginning of their shift to advise of illness. This must be followed up by written request on the standardized leave form. If such notification is not given, the agency head shall charge the absence to vacation leave or leave without pay, and may consider appropriate disciplinary action.

Elective medical procedures or medical appointments shall be requested (on the standardized leave form) in advance.

- D. Approval. The division director shall approve the use of sick leave only after having determined that the absence was for a legitimate reason. An employee must submit substantiating evidence including, but not limited to, a physician's certificate after three (3) consecutive working days absence or the day before or after a holiday. Abuse of sick leave is just cause for disciplinary action.
- E. Interdivision Appointments. An employee who is appointed to a position in a different division within the Superior Court shall not lose any unused sick leave as a result of such interdivision transfer, promotion or reappointment.
- F. Paternity Leave. Accrued sick leave or vacation leave may be used as paternity leave for a period of up to five (5) days at the time of a child's birth.
- G. Maternity Leave. The division director shall approve the request of any permanent female employee for leave with pay who by reason of pregnancy or childbirth, is unable to perform her assigned duties. Leave with pay shall be approved only to the extent of accrued sick leave or vacation leave.



Leave without pay may be granted in accordance with Section 13 of this chapter.

A statement from a physician is required to determine the length of time an employee may continue to work prior to delivery and the amount of leave which may be needed for the period of recuperation following pregnancy. After the attending physician releases the employee to return to work, the agency may consider further absence from the work place as failure to return from leave.

- H. Maximum Accrual. An employee shall accrue sick leave without limit.

#### 4. HOLIDAY LEAVE

- A. Employees, not specifically required to work, shall be granted paid holiday leave from regularly scheduled work hours occurring on the following days:

1. New Year's Day (January 1)
2. Lincoln Day (Second Monday in February)
3. Washington Day (Third Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (First Monday in September)
7. Columbus Day (Second Monday in October)
8. Veteran's Day (November 11)
9. Thanksgiving Day (Fourth Thursday in November)
10. Christmas Day (December 25)
11. Upon declaration by the presiding judge, any date appointed or declared by the President of the United States as an occasion of national mourning, rejoicing or observance of national emergency.

- B. If a holiday falls on the first day of an employee's regular two-day off period, the day preceding shall be considered a legal holiday for that employee; if a holiday falls on the second day off, the following day shall be considered a legal holiday for that employee.

#### 5. COMPENSATORY TIME

- A. Flexible Schedule. Superior Court employees shall have a flexible work schedule and may have their work hours adjusted as authorized by the division supervisor. With the exception of the Chief Adult Probation Officer, Director of Juvenile Court Services, Court Commissioner(s), Deputy Chief Adult Probation Officer, Assistant Director of Juvenile Court Services, and

probation division supervisors, Superior Court employees are not exempt from the Fair Labor Standards Act and shall not work in excess of 40 hours during a seven day work week (Sunday through Saturday) without prior approval of the division supervisor.

- B. Overtime. It is the policy of the Superior Court to provide overtime compensation for employees (except exempt positions). For hourly wage positions (grades 18 and below), this will be in the form of pay at a rate not to exceed one and one-half times that employee's regular rate of pay. For salaried employees (grades 19 and above) this will be in the form of one hour of compensatory time off for each hour worked (as authorized in A.R.S. 23-391 and 23-392).

Overtime and compensatory time will only be accrued for those hours worked over 40 hours per week. Holiday and leave time is not to be counted as time worked for purposes of overtime.

No employee may work overtime or be paid for overtime or be granted compensatory time unless it is expressly authorized by the division supervisor (on the standardized leave form). Unless it is impractical to do so, a written request to work overtime (on the standardized leave form) shall be submitted to the employee's immediate supervisor for approval before the work is performed. If an immediate supervisor is not available, a request for approval of overtime shall be submitted to the next available supervisor.

No employee may start work before the appointed time, nor work through lunches, nor work past the appointed time, without prior written authorization from the supervisor. If an employee arrives early, his waiting time will not constitute hours worked.

If an employee, on his own initiative, attends an independent school, college or trade school after hours, the time is not hours worked for his employer, even if the courses are related to his job.

C. Supervisors' Responsibilities

1. To authorize in advance overtime work to be performed by an employee when unforeseen work circumstances arise, or after the fact when the circumstances are immediate and unavoidable.
2. To provide adequate control, as necessary, to ensure that overtime work is not performed if such work has not been officially authorized, or is not considered justified.

3. To assure that compensatory time is not allowed to accrue over an unreasonable period of time. Generally compensatory time must be taken within the same work period that the extra hours are worked.

6. VOTING LEAVE

A.R.S. 16-897 required that governments shall ensure that employees have up to three (3) consecutive hours on a voting day to enable them to vote. In order to obtain voting leave, an employee must show proof of registration to vote and provide justification to their agency head as to why they are unable to vote before or after normal working hours. If these prerequisites are met, agency heads may authorize an appropriate amount of voting leave up to three (3) hours.

7. COURT LEAVE

An employee required to serve as a member of a jury panel or as a witness of the Court shall be granted leave with pay for the performance of such obligations. The Clerk of the Court will be notified of this fact by the agency head; a copy of the notification will be provided to the Personnel Department.

8. ADMINISTRATIVE LEAVE

An agency head may grant an employee administrative leave with pay to participate in meetings, seminars, hearings, examinations or other work-related activities. An agency head may also grant any salaried employees exempt from overtime pursuant to Chapter X, Section 10, administrative leave with pay at the mutual convenience of the agency and the exempt employee.

9. BEREAVEMENT LEAVE

Bereavement Leave may be granted for a death of a member of the employee's immediate family as defined in Section 3.b of this chapter (except that the brother or sister need not be domiciled with the employee). A maximum of three (3) days may be granted for local occasions or five (5) days if travel is more than 200 miles.

## 10. INJURY LEAVE

- A. All on-the-job accidents must be reported to the agency head immediately.
- B. Any employee injured by accident arising out of and in the course of employment is eligible for Workman's Compensation benefits.
- C. When the employee's sick leave and vacation leave are depleted or if the employee chooses not to utilize vacation or sick leave, the employee shall be placed on leave without pay, and shall receive Workmen's Compensation checks only. Sick leave and vacation leave are not accrued while an employee is off on injury leave.
- D. To continue Group Hospitalization Insurance coverage and Arizona State Retirement contributions while on injury leave, the following will apply:
  - 1. Single or family coverage premium will continue to be deducted as usual from the wage difference portion paid by the county to employee.
  - 2. Retirement contributions to the Arizona State Retirement System will be deducted and matched as usual on the wage difference portion paid by the County to the employee.
  - 3. After the employee has been placed on leave without pay, the employee will assume the total premium for Group Hospitalization coverage, and a check made out to the Group Hospitalization Insurance carrier will be delivered to the Finance Department by the 25th day of each month. This may continue until such time as the medical insurance policy dictates termination. No further contributions will be made to the Arizona State Retirement System by either the employee or the County.

## 11. INDUSTRIAL INSURANCE

In the event that an employee suffers a bonafide job injury, illness or disease, the County will pay the employee the difference between the employee's normal base pay and the amount to be received from Workmen's Compensation, provided the employee has accumulated sufficient sick, compensatory time and/or vacation leave, and the employee has signed a form authorizing the compensation be sent to the employee in care of the County of Yuma.

The Personnel Department will furnish employees with authorization forms which must be signed by the employee, authorizing the compensation to be sent to the employee in care of the County of Yuma. The form shall be attached to the Supervisor's Report of Injury. Once the Workmen's Compensation check has been received by the County and the amount of the Workmen's Compensation benefit verified, the check will be signed over to the County by the employee. The Finance Department will then prepare a check for the employee's normal base pay. Sick leave, vacation leave and compensatory time will be used at the rate of one-third day for every day of injury leave.

## 12. MILITARY LEAVE

- A. Training Programs. An employee who is a member of the Arizona National Guard or Army, Air Force, Navy, Marine or Coast Guard reserve shall be granted leave with pay, not to exceed fifteen (15) days in any calendar year, to attend authorized encampments, training cruises or other similar training programs in addition to any other leave to which the employee is entitled.
- B. Extended Training or Active Duty. An employee who is a member of the National Guard or of the reserve forces of the United States, or who is inducted into the military service of the United States, shall be entitled to leave without pay while engaged with such organization in training or active service ordered or authorized pursuant to law and exceeding fifteen (15) days in any calendar year. Employees granted such leave shall not lose longevity status, efficiency rating, vacation leave, sick leave, other military leave or other benefits to which the employee is entitled.

## 13. LEAVE WITHOUT PAY

Leave without pay may be granted at the discretion of the agency head to an employee for any reasonable purpose. Leave without pay is designed for emergency situations and shall not be used to extend vacations or substitute for vacation leave. Leave without pay requests shall be submitted in writing to the division supervisor (on the standardized leave form) with written justification for the request.

An employee injured on the job and receiving Workmen's Compensation benefits shall, upon request, be entitled to leave without pay in lieu of using sick leave, vacation leave or compensatory time in connection with the injury.

A leave without pay of more than fifteen (15) consecutive days shall be reported in writing to the Personnel Department by the agency head. A leave without pay shall not continue for more than six (6) months without the approval of the presiding judge.

14. SUSPENSION

- A. Disciplinary Suspension. An agency head may suspend an employee as part of a serious disciplinary action. Before disciplinary action is taken against permanent, regular employees for suspension of more than five days, the employee must receive a preliminary written notice of the proposed action stating the date it is intended to become effective and the specific grounds and particular facts upon which the action will be taken. Such a notice should be delivered in a sealed envelope, and registered if mailed, and not disclosed to anyone else.
- B. Administrative Suspension. An agency head may, pending the outcome of an investigation, trial or appeal, suspend without pay an employee who has been charged with, or who is under investigation for, a felony or high misdemeanor, when the nature of the charge or investigation is such that the continued presence of the employee at work could negatively affect the efficient operation of the agency or bring discredit to the Court. If the investigation fails to result in prosecution, if the charges are dismissed, if the employee is found not guilty, or if it is ultimately determined by the Court that the continued employment of the individual would not affect the efficiency of the operation of the agency or bring discredit to the Court, then the employee shall be returned to work and retain all rights and status previously held.